

# Payroll Dialogue Minutes

Wednesday, July 22, 2009

## 1. VLT - Dena

- Do not try to compare Voluntary Leave time and Voluntary Time Off. They are very different and should not be considered the same thing.
- Do NOT think of VLT as time or money being taken from an employee. Instead, think of it as a leave bank that the employee is buying.
- VLT may be used in place of any leave at the approval of the employee's supervisor.
- Employees may NOT go on LWOP unless they have used all of their VLT (whether the employee has signed up for specific days or not).
- Keep track of your employees on VLT. Since they are able to use VLT prior to accruing it, make sure they do not go over. If you would like a list of the employees in your department and how much time they signed up for just let me know and I will send you a list.
- Employees will NOT receive acting pay while covering the shift of an employee on VLT.
- Let Payroll know as soon as possible if an employee on VLT leaves the City for any reason.
- VLT deductions show on Time & Labor reports as LB+. - Use VLF when coding an employee's use of VLT.
- Employee's checks will show Leave Bank Add (total deducted) and Voluntary Leave/Furlough taken (after use) in the earnings section and Vol Time under leave balances. Do not use the Leave Balance Section (may be a negative) to tell you how much VLT they have left, this should be tracked separately using PeopleSoft Queries or a spreadsheet.
- Employees should be filling out a leave slip when they are using VLT. This will help you track their use and make sure they have their supervisor's approval.

## 2. Direct Deposit Forms - Dena

- If an employee is not using PeopleSoft Self Service to set up their Direct Deposit they must use the full sheet direct deposit form that is on the Payroll Website <http://www.fresno.gov/NR/rdonlyres/4661AEA3-243D-4DE9-B053-CB8BC8A760F6/0/DirectDepositEnrollmentFormR2.doc>. The pink cards do not provide sufficient information and will no longer be accepted! Employees may submit direct deposit forms from their banks as long as they are attached to one of our forms.
- Please make sure Direct Deposit Forms are filled correctly (when you see them). The top portion must have the employee ID, Name, Signature, Date, and contact phone number. The contact phone number should be where we can reach them during normal business hours so that we can discuss any possible problems or things we cannot figure out on the form.

### EMPLOYEE DIRECT DEPOSIT ENROLLMENT FORM

PLEASE FILL IN COMPLETELY (PRINT OR TYPE)

99999	Kalar	Dena	T.L.
Empl ID #	Last Name	First	M.I.

#### IMPORTANT! Please read and sign before submitting.

I hereby authorize the City of Fresno (hereinafter "COF") to deposit my paycheck to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept the deposit made by COF to my account. In the event that COF deposits funds erroneously into my account, I authorize COF to reverse the deposit made in error.

This authorization will remain in full force and effect until COF and Bank have received written notice from me of its termination in such time and in such manner as to afford COF and Bank reasonable opportunity to act on it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Phone: 621-7013

☐ I authorize the delivery of my check to my department and/or the cancellation of all Direct Deposits

- The bottom section can be a little confusing. Despite the instructions on the sheet, many people are still filling these out wrong. I am open to altering this form to make it more user friendly so if anyone has any suggestions, please let me know.

1.	<input type="checkbox"/> No Change <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop	Bank Name and Branch Location: <u>Bank of America</u> <input type="checkbox"/> Checking <input checked="" type="checkbox"/> Savings	<input checked="" type="checkbox"/> Deposit Fixed Amount <u>\$200</u> per pay period <input type="checkbox"/> Deposit Percentage of check <u>      </u> % per pay period <input type="checkbox"/> Balance of Check
2.	<input checked="" type="checkbox"/> No Change <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop	Bank Name and Branch Location: <u>Bank of the West</u> <input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Deposit Fixed Amount \$ <u>      </u> per pay period <input type="checkbox"/> Deposit Percentage of check <u>      </u> % per pay period <input checked="" type="checkbox"/> Balance of Check
3.	<input type="checkbox"/> No Change <input type="checkbox"/> New <input type="checkbox"/> Change <input checked="" type="checkbox"/> Stop	Bank Name and Branch Location: <u>Educational Employees Credit Union</u> <input type="checkbox"/> Checking <input checked="" type="checkbox"/> Savings	<input checked="" type="checkbox"/> Deposit Fixed Amount <u>\$200</u> per pay period <input type="checkbox"/> Deposit Percentage of check <u>      </u> % per pay period <input type="checkbox"/> Balance of Check
4.	<input type="checkbox"/> No Change <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop	Bank Name and Branch Location: <u>      </u> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Deposit Fixed Amount \$ <u>      </u> per pay period <input type="checkbox"/> Deposit Percentage of check <u>      </u> % per pay period <input type="checkbox"/> Balance of Check
5.	<input type="checkbox"/> No Change <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop	Bank Name and Branch Location: <u>      </u> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Deposit Fixed Amount \$ <u>      </u> per pay period <input type="checkbox"/> Deposit Percentage of check <u>      </u> % per pay period <input type="checkbox"/> Balance of Check

- In this example, the employee has direct deposits going to 2 different banks. They have decided to stop the direct deposit going to EECU and start one at Bank of America.
- Line 1 has been marked as NEW, it is a SAVINGS account, the name of the bank is on the form, and the amount he wants deposited has been entered.
- Line 2 has been marked NO CHANGE, it is a CHECKING account, the name of the bank is on the form, and it is receiving the balance of the check.
- Line 3 has been marked STOP, it is a SAVINGS account, the name of the bank is on the form, and this deposit was for a specific amount.
- There should also be something attached to this form from Bank of America that showed the Savings Account number and the Bank Routing Number on it. The information from Bank of America would also be marked with a "1" to show that it matches up to line 1.
- We do NOT need bank information from Bank of the West or EECU since Bank of the West has no change and EECU is being turned off.

- There are some common mistakes that we on a regular basis on these forms.

The top portion here is showing 3 mistakes.

<input type="text"/>	Kalar	Dena	<input type="text"/>
Empl ID #	Last Name	First	M.I.

**IMPORTANT! Please read and sign before submitting.**

I hereby authorize the City of Fresno (hereinafter "COF") to deposit my paycheck to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept the deposit made by COF to my account. In the event that COF deposits funds erroneously into my account, I authorize COF to reverse the deposit made in error.

This authorization will remain in full force and effect until COF and Bank have received written notice from me of its termination in such time and in such manner as to afford COF and Bank reasonable opportunity to act on it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Phone:

☒ I authorize the delivery of my check to my department and/or the cancellation of all Direct Deposits

1. Employee ID
2. Contact Phone
3. The box to turn off all of the direct deposits is checked. This should only be checked when an employee wants all of their direct deposits turned off. We often get forms with this box checked and then are told to change a current direct deposit. Please don't let employees do this. It is all turned off or not. Not both.

Let's look at an example on the bottom section. Assume the rest of the form is blank. This example shows 3 errors.

<input type="checkbox"/> No Change <input checked="" type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Stop	Bank Name and Branch Location: Bank of America	
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Deposit Fixed Amount \$200 per pay period <input type="checkbox"/> Deposit Percentage of check % per pay period <input type="checkbox"/> Balance of Check

1. We don't know what type of account they want.
2. The box next to the amount is blank.
3. This is not the balance row and yet no other rows are filled out (Every Employee is required to have one balance row).

Another example of the bottom section. This one has 2 errors.

<input type="checkbox"/> No Change <input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Stop	Bank Name and Branch Location: <input type="text"/>	
	<input checked="" type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Deposit Fixed Amount \$ per pay period <input checked="" type="checkbox"/> Deposit Percentage of check 100% per pay period <input type="checkbox"/> Balance of Check

1. There is no bank name.
2. The employee has requested 100% of their check.

Something else to keep in mind with direct deposit. To ensure that the information provided to us is correct we always send a "Prenote" to the bank. We send all of the bank information with no money attached along with the regular direct deposit file. This file is sent Payroll Wednesday. This means that employees will have to wait one to two paychecks before their direct deposit is operational. Whenever the balance row is changed, the employee will receive a check until this prenote has been completed. If an employee goes into PeopleSoft Self Service and makes a change to their balance row on Payroll Monday, Tuesday, or Wednesday, they will receive an actual check for 2 pay periods.

### **3. Posting Leave Payoffs for Termed Employees - Dena**

- It is the department's responsibility to post leave payoffs for termed employees.
- Cash out all Administrative Leave, Annual Leave, Bonus Time, Comp Time, Holiday, Annual Leave, Supplemental Sick, and Vacation (Payroll will take care of any changes due to HRA).
- Always post on the last day the employee worked. If employee was on OJI or FMLA when they termed post on the day the employee gave notice that they were not coming back.
- Don't forget to keep accruals in mind including checking for the employee's birthday:
- Don't forget to keep accruals in mind and remember to check for the employee's birthday:
  - If their last day is on or before the 15th - No Leave Accrual
  - If their last day is on or after the 16th - Receives Leave Accrual for their last month

### **4. Acting Pay Renewals - Dena**

- Renewals are due by July 1st every year.
- DO NOT include employees qualifying for acting pay.
- The annual renewal does not replace acting pay certification. Initial certifications still have to be done in the same way they always have.

### **5. Kronos Conversion to PeopleSoft - Jeff**

- The City is incrementally converting employees from Kronos time reporting to PeopleSoft time reporting as Divisions are prepared to switch.
- Overtime and holiday rules in PeopleSoft work just like in Kronos. We are in the process of testing leave and overtime requests.
- We will be contacting each department for a conversion timetable. There is currently no deadline as to when we will have everyone converted

### **6. MOU Updates - Steven**

- 01 Blue Collar
  - No Holiday cash outs until October 1, 2010
  - 24 hours added to Vacation on July 31st paycheck
  - 3% pay increase January 1, 2010
  - 3% pay increase July 1, 2010 - 8 hours added to Vacation
  - 2% pay increase July 1, 2011
- 04 & 09 FPOA
  - Accepted changes to MOUs
- 07 IBEW
  - No Holiday cash outs until July 1, 2010
  - 24 hours added to Vacation on July 31st paycheck
  - 3% pay increase January 1, 2010
  - 3% pay increase July 1, 2010 - Other pays dependent on General Fund Growth
- 13 CFPEA
  - No Holiday or Admin cash outs until July 1, 2010
  - 24 hours added to Holiday on July 31st paycheck
  - 8 hours added to Holiday on July 1, 2010
- 02 Unrep. Management & 14 CFMEA
  - No merit increases in FY10
  - No Admin cash outs until July 1, 2010

- Units Currently Negotiating
  - 03 FCEA
  - 05 IAFF
  - 06 ATU
  - 10 IAFF Management
  - 15 FAPSS

## **6. Financials and HRMS - Steven**

Anytime there is a new org created, both Finance Accounting and Human Resources need to be involved.

### **Question and Answer Session**

**Q.** If an employee signed up for VLT with specific dates, can they change those dates?

**A.** That is between the employee and their supervisor, it is fine with us.

**Q.** Why was VLT not explained to City employees in a more detailed way (not via email). Maybe an open forum or Payroll Drop-in-Dialogue with mandatory attendance?

**A.** The City did it's best to get all of the information out to all employees. If this program is extended in the future, we will look into expanding the information provided.

**Q.** Do you think we should track VLT by keeping a spreadsheet and then showing VLT time taken?

**A.** You could keep a spreadsheet or run queries in PeopleSoft to determine how much VLT employees have used.

**Q.** Does VLT have to be pre-approved or can employees use it for when they call in sick?

**A.** VLT can be used like any other leave. They just need to have their supervisor approve its use.

**Q.** Does the Voluntary Leave Time Program replace the former VTO (Voluntary Time Off) program? Does the employee accrue full benefits?

**A.** Yes and Yes.

**Q.** When is Kronos going away?

**A.** We do not have a specific day which it will be gone. It has been a slow process getting people converted but we will just keep working on it.

**Q.** Is FLSA going to be automatically calculated through PeopleSoft?

**A.** Eventually (except for employees on 9/80 schedules) but so far we haven't been able to make that procedure work. We will let you know.

**Q.** How many direct deposits can an employee set up?

**A.** We allow a maximum of 5.

**Q.** Has Holiday cash out been frozen for all employees?

**A.** No. Just the employees in groups: 01 (Blue Collar), 07 (IBEW), 04 (PD), 09 (PD Management), and 13 (CFPEA).

**Q.** Will the new MOUs be sent out to us soon?

**A.** Personnel should have them posted on the MOU website in the next couple of weeks. They have to wait for the Mayor to either sign them or wait for 10 days after the Council approved them for them to be official.

**Q.** What unions are allowed to use Family Sick for siblings?

**A.** The Fresno Municipal Code Section 3-101(e) defines the members of the immediate family and includes brothers and sisters. The Muni Code applies to all employees.

**Q.** Employees have been asking why Overtime is not on a separate check?

**A.** There is no reason to place overtime on a separate check and separating it would create additional problems.

**Q.** Is there a possibility to decrease the 31% tax rate on leave pay downs?

**A.** Unfortunately we have no power over this as it is a requirement by the IRS.

**Q.** If someone is a 4/10 employee and a holiday falls on a regular work day, 8 hours is posted as HOL. Employee then uses 2 hours of leave to bring the total hours for the day to 10. Should employees be expected to turn in a leave slip in that gives a record that they are authorizing the usage?

**A.** That is really a departmental decision. It is advised that you have something at least filled out so you know which leave they want to use.

**Q.** What code do you use for call back for comp time for Blue Collar?

**A.** There is no specific code to have call back pay go to comp time (except for PD). For now, code the time as Y15 or Y20 and add a comment that it was for Call Back Pay.